



Applicants Guide to Submitting **SIGN PROGRAM APPLICATIONS**

PURPOSE:

The City's Sign Ordinance defines a Planned Sign Program as a coordinated program of one or more signs for an individual building, building complex, or commercial, industrial, or professional center with multiple tenants. Sign Programs are recommended for all new commercial centers and for any existing commercial center proposed for renovation.

The City has initiated the Sign Program process as a way to encourage coordination and compatibility between all signs within a commercial or industrial center. The Sign Program is intended to address placement, color, style, lighting and sign materials and their consistency on a property. A Sign Program is also a means by which an applicant may request approval for signs, which exceed the requirements of the Sign Ordinance. Sign Program applications are subject to the review and approval of the City's Planning Commission. The Planning Commission may approve such requests if the required findings within the Sign Ordinance and Redevelopment Project Area Design Guidelines (if applicable) can be met.

Sign Program Applications may be submitted to the Development Services Department Monday through Thursday between the hours of 8:00 a.m. and 6:00 p.m. and every other Friday between the hours of 8:00 a.m. and 5:00 p.m. (Closed for lunch 12:00 p.m. to 1:00 p.m. daily).

SUBMITTAL REQUIREMENTS:

The following information is required upon submittal:

1. Completed Sign Program application (Property owner's signature and approval from Landlord or Homeowner/Business Association is required).
2. Case deposit of \$3,000.00 (per City Council Resolution) payable to the City of Lake Forest. (*A Fee of \$372.00 is required for applications which require review by the OCFA. This will need to be a separate check made payable to the Orange County Fire Authority). A check payable to the County Clerk, in the amount of \$50.00 may be required for the County administrative filing fee, to enable the City to file the environmental

documentation required under Public Resources Code Section 21152 and 14 Cal. Code of Regulations 15075.

3. Letter of justification, explaining in detail the intent of the Sign Program, listing the signs being requested for approval, and listing any signs, which you know, will exceed code requirements. If signs are being requested which will exceed code requirements, the letter should specifically address each of the following findings:
 - a. The intent of Section 7-9-144 (Signs) of the Zoning Ordinance is being preserved.
 - b. The proposed sign(s) will enhance and harmonize with other on-site signs and with the site, building, and/or use being identified by the sign.
 - c. The proposed sign(s) will neither negatively impact the aesthetics of the subject site nor the surrounding properties.
4. Ownership list, map, and stamped envelopes.
 - a. One (1) set of self-addressed, stamped (not metered) envelopes of property owners located within a 300-foot radius of the project site and one (1) typed list of all property owners. Include following return address: Planning Division, City of Lake Forest, 25550 Commercentre Dr., Suite 100, Lake Forest, CA 92630.
 - b. One (1) copy of the Assessor's parcel map(s), indicating the three hundred (300) foot radius line and the applicant's property.
5. All plans and other documents shall be submitted on sheets no less than 8 ½" by 11" in size. **Plans must be drawn in ink, with dimensions, and must be easily readable.** Plans shall be assembled in ten (10) complete sets prior to acceptance for permit issuance.

PLOT PLAN including:

Wall signs

- a. Full dimensions of buildings.
- b. Exact location and dimensions of all existing and proposed signs or the business/center.
- c. Sign identification should be consistent between the plot plan and the elevations (i.e. wall signs labeled "A" on the site plan should also be labeled "A" on the corresponding elevations).

* If Applicable

Free-standing signs

- a. Identification of all property lines.
- b. Ultimate street right of way lines, including sidewalks.
- c. Existing topography (if unusual conditions exist).
- d. Sign identification should be consistent between the plot plan and the elevations (i.e. freestanding sign labeled “A” on the site plan should also be labeled “A” on the corresponding elevations).

BUILDING ELEVATIONS & SIGN DETAILS including:

- a. Dimension the lineal feet of building frontage.
 - b. Provide colors and materials of proposed signs.
 - c. Exact location of proposed signs and placement on all building elevations.
 - d. Provide dimensions of proposed signs, include the letter height.
 - e. Complete structural details.
 - f. Photographs of all existing signs on the property.
 - g. Sign area. For irregular shaped signs, use eight (8) perpendicular lines to create an envelope which encloses the extreme limits of all letters and logos (See Figure 9.164.040 of the Sign Ordinance).
 - h. Method of illumination, including lighting design details.
6. Cross-reference all signs on both the site plan and elevations.
- *7. Photographic simulations of the existing site with the proposed signage superimposed as it would appear if installed.
- *8. Any other plans or materials determined necessary by Development Services staff to enable the complete review of the Sign Program request.
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SIGN PROGRAM APPLICATION

Revised 1/14/2009 DF

PROJECT INFORMATION:

Address: _____

APN(s): _____

APPLICANT INFORMATION:

Contact Person

Telephone No.

Mailing Address

City

FOR CITY USE ONLY:

Case No: _____

Project Name: _____

Date Submitted: _____

Deposit

Amount: _____

Zoning/GP: _____

Related Files: _____

Organization

E-mail Address

PROPERTY OWNER INFORMATION:

Contact Person

Telephone No.

Mailing Address

City

Legal Owner

E-mail Address

State

Zip Code

PROPOSED USE (Briefly describe proposed project including intent, sign types, etc.):

I hereby certify under penalty of perjury that all the foregoing information is true and correct and recognize that any false or misleading information shall be grounds for denying this application:

Applicant (Signature)

Date

Property Owner (Signature)

Date